

CEIM-IR

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

OM 25-1-98

Memorandum
No. 25-1-98

29 January 1999

Information Management
FILES MAINTENANCE

1. Purpose. This memorandum assigns responsibilities and establishes procedures for the supervision, and execution of HQUSACE Files Maintenance.
2. Applicability. This policy applies to all HQUSACE elements.
3. References.
 - a. AR 25-1, The Army Information Resources Management Program.
 - b. AR 25-400-2, The Modern Army Recordkeeping System (MARKS).
 - c. AR 340-21, The Army Privacy Program.
 - d. DA PAM 25-1-1, Installation Information Services
4. Distribution. Approved for public release; distribution is unlimited.
5. Responsibilities.
 - a. HQUSACE Directors and Chiefs shall:
 - (1) Appoint a qualified Records Management Coordinator (RMC) to administer Files Maintenance responsibilities at the Directorate/Office level.
 - (2) Appoint a Records Management Assistant (RMA) for each Division and Branch to assist the RMC. Small Offices may not require the appointment of a RMA. In those instances, the RMC may be dual-hatted and shall perform the RMC and RMA duties.
 - (3) Submit in writing the RMC and RMA designations to CEHEC-IM.
 - (4) Ensure compliance at all levels with procedures prescribed in the above referenced regulations and this memorandum.

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(5) Ensure all records are properly identified and maintained under the Modern Army Recordkeeping System (MARKS).

(6) Ensure list of file numbers are developed and maintained for all offices.

b. The Records Manager (RM) shall:

(1) Develop and maintain Files Maintenance policy guidance and provide technical assistance.

(2) Review the SF 135 and continuation sheets and ensure the records are properly arranged in compliance with MARKS; and mark the boxes for shipment.

(3) Coordinate the records transfer, retirement, retrieval and destruction of records with the Washington National Records Center (WNRC).

(4) Maintain a copy of the approved SF 135 and continuation sheets from the WNRC.

(5) Maintain a listing of active RMC and Records Management Assistants.

(6) Ensure Files Maintenance training is provided for administrative staff and action officers.

(7) Perform Files Maintenance and Technical HQUSACE Records Management oversight responsibilities.

(8) Ensure MARKS regulations and directives are provided to all offices.

c. HQUSACE Records Management Coordinators (RMCs) shall:

(1) Act as liaison between the Records Manager (RM), and Records Management Assistants.

(2) Provide Files Maintenance and disposition guidance to offices.

(3) Provide MARKS regulations and directives to offices.

(4) Ensure that a List of File Numbers is prepared and updated as necessary, for all areas maintaining files. Submit copies to the RM for review and approval. Retain a "master copy" of all approved lists maintained by functional areas. (See Figure C-1)

(5) Ensure proper identification and labeling of all files and filing equipment under the provisions of The Modern Army Recordkeeping System (MARKS).

(6) Ensure that all files are systematically reviewed, cutoff, destroyed or transferred to the WNRC as prescribed in AR 25-400-2 and this memorandum.

(7) Supervise, oversee, provide guidance, or accomplish the packing of files and review the Standard Form 135 and continuation sheets for accuracy and completeness prior to submittal to the RM.

(8) Retain a copy of the completed SF 135 and continuation sheets for retrieval purposes.

(9) Advise the RM when it is known that records/files are to be transferred to or from HQUSACE, or between organizational elements.

(10) Assist in conducting surveys, inventories, or other special projects on records management activities within their functional areas.

d. HQUSACE Records Management Assistants shall:

(1) Prepare and maintain a List of File Numbers.

(2) In accordance with MARKS, systematically review, cutoff, destroy and or transfer records to the WNRC.

(3) Prepare the SF 135 and continuation sheets.

(4) Pack the boxes for shipment to the WNRC.

(5) Coordinate retrieval of records from the WNRC with the user and the RM.

(6) Annually, establish new files.

6. Procedures. Appendixes A through F contain procedural guidance on the provisions of this memorandum.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Albert J. Genetti, Jr.", is written over a horizontal line.

ALBERT J. GENETTI, JR.
Major General, USA
Chief of Staff

6 Appendixes
App A - Retirement of Records
App B - Retrieval of Records
App C - List of File Numbers
App D - Labeling
App E - Destruction of Records
App F - Definitions